



COMPLIANCE REGISTER FOR OPENING OF BIDS
TENDER OPENING PROCEDURE

RFP16/2018

RFP 16/2018- REQUEST FOR PROPOSALS FOR THE SALE OF ERF 432 POORTJIE

**To ensure accountability, responsibility and transparency that
the following tender opening process will apply:**


1. The following people will form a Tender Receipt Committee:
 - Project Manager
 - Committee Officer
 - Procurement Officer
 - Risk and Audit Management
2. It is the responsibility of the Committee Officer to ensure that invitations to attend the Opening of the Tender meeting are sent out immediately after the Bid Specification Committee has advised of the closing date of the Bid via an emailed calendar request.
3. The Tender Receipt Committee must open and witness tenders, and undertake the following tasks in respect of each tender exercise:
 - The time, date and number of bids received must be stated by all Tender Receipt Committee members in the receipt form below.
 - Bidders that attend the tender opening meeting must also sign the form confirming the number of bids received.
 - All bid documents must be stamped to be received on time, at the tender opening meeting.
 - The witnessed and opened tender documents must be taken by SCMU and be stored securely under lock and key at all times.
4. The Committee Officer will keep the Tender Opening Form and file it as part of the audit trail for Procurement.
5. Tenders that are received after the time and date specified on the Tender Opening Form for whatever reason must be held separately and remain unopened, and the Supply Chain Manager informed immediately that a late tender has been received. Any late tenders must all be treated equally with regards to their refusal.

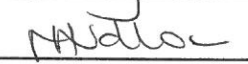

CITY OF JOBURG PROPERTY COMPANY
SCMU
TENDER RECEIVED ON TIME
TIME:.....
01 JUN 2018
SIGNATURE:.....
SIGNATURE:.....

17 DN NR



PROJECT NAME: RFP 16/2018- REQUEST FOR PROPOSALS FOR THE SALE OF ERF 432 POORTJIE

Tenders opened in the presence of:		
Names	1. Prudence Mathebula	2.
Designation	SUPPLY CHAIN SPECIALIST	RISK AND AUDIT MANAGEMENT
Departments	Supply Chain (finance)	
Signatures		
Dates	01-06-2018	
Number of Bids Received	One (01)	

Tenders opened in the presence of:		
Names	3. Nomso Ndlovu	4. Duduzile Ndlovu
Designation	PROJECT MANAGER	COMMITTEE OFFICER
Departments	Property Manager	SUM
Signatures		
Dates	01/06/2018	1 June
Number of Bids Received	One (1)	One

pm DN



ATTENDANCE REGISTER FOR BIDDERS

Tenders opened in the presence of:		
Names of representatives/ Company Name	1.	2.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:		
Names of representatives/ Company Name	3.	4.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

pm

B.N

NN



Tenders opened in the presence of:	
Names of representatives/ Company Name	5.
Date & Signature	6.
Contact no & Email	
Number of Bids Received	
Signature	

Tenders opened in the presence of:	
Names of representatives/ Company Name	7.
Date & Signature	8.
Contact no & Email	
Number of Bids Received	
Signature	

Pm

D.D.

NN



Tenders opened in the presence of:		
Names of representatives/ Company Name	9.	10.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

Tenders opened in the presence of:		
Names of representatives/ Company Name	11.	12.
Date & Signature		
Contact no & Email		
Number of Bids Received		
Signature		

1m
b.w. NN



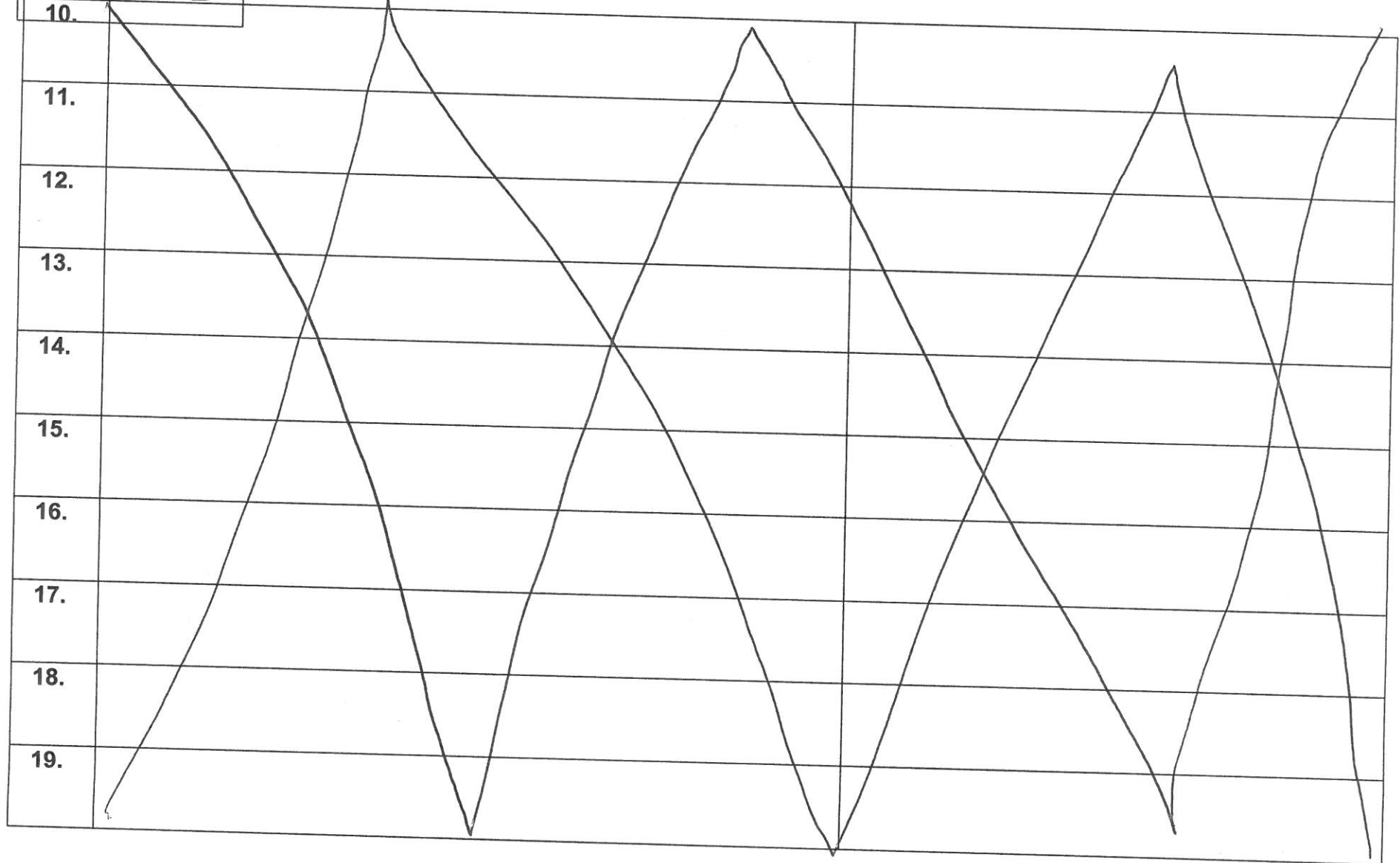
RFP 16/2018- REQUEST FOR PROPOSALS FOR THE SALE OF ERF 432 POORTJIE

NO.	NAMES OF BIDDERS	PRICE
1.	Hlamalane Projects (Pty) Ltd	R 264 420.00
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

17

D.N

NN



Joburg

21.
22.
23.
24.
25.
26.
27.

Date: Friday, 01 June 2018

Confirmed: SCMU: _____ Confirmed: Project Manager: _____
Confirmed: Risk and Audit: _____